

	Unit ID: 109
Domain	OFFICE ADMINISTRATION
Title:	Maintain office equipment as part of office operations
Level: 2	Credits: 3

Purpose

This unit standard specifies the competencies required to maintain office equipment as part of office operations. It includes the selecting of equipment, checking the operations of equipment and performing routine maintenance. It is intended for people who work in an office environment.

Special Notes

1. Entry information
Prerequisite:
 - Unit 90 - *Follow workplace safety procedures in an office environment* or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, evidence is required in which office equipment is selected, operated and maintained. Evidence of two types of equipment is required for assessment purposes.
3. Office equipment may include, but is not limited to overhead projectors, multi-media projectors and advanced office equipment.
4. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
5. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which office administration operations are carried out.
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 6, 1992
 - Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na.

Elements and Performance Criteria

Element 1: Select equipment

Performance Criteria

- 1.1 Equipment is selected.
- 1.2 Equipment log book is checked to review maintenance history.

Element 2: Check operation of equipment

Performance Criteria

- 2.1 Pre-operated checks and start up procedures are implemented in line with manufacturers' inspections and organisational procedures.
- 2.2 Equipment is operated in line with manufacturers' specifications and organisational requirements.
- 2.3 Key equipment functions are tested.
- 2.4 Shutdown procedures are followed.

Element 3: Perform routine maintenance

Performance Criteria

- 3.1 Routine maintenance is implemented in line with manufacturers' inspections and organisational procedures.
- 3.2 Equipment faults are identified.
- 3.3 Troubleshooting procedures are implemented to address routine faults in line with manufacturers' inspections and organisational procedures.

- 3.4 Major and non-routine faults are recorded and action is taken to ensure equipment is repaired or replaced in line with manufacturers' inspections and organisational procedures.

Registration Data

Subfield:	Business Services
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Body responsible for review:	Namibia Training Authority